DOCUMENT RESUME

ED 109 812 EA 007 400

TITLE	Affirmative Action. Revised.
INSTITUTION	Maine State Dept. of Educational and Cultural Services, Augusta.
PUB DATE	1 Apr 75
NOTE	51p.
EDRS PRICE	MF-$0.76 HC-$3.32 PLUS POSTAGE
DESCRIPTORS	*Educational Equality; Elementary Secondary Education; Employment Practices; Employment Statistics; *Equal Opportunities (Jobs); Higher Education; Racial Discrimination; Sex Discrimination; *Social Action; *State Agencies; *State Programs; Tables (Data)
IDENTIFIERS	*Affirmative Action; Department of Educational and Cultural Services; Maine

ABSTRACT

This booklet contains the complete affirmative action plan of the Maine Department of Educational and Cultural Services, revised and updated as of March 31, 1975. The plan includes a discussion of the internal goals of the department regarding the employment of women and minorities within the department, as well as a discussion of the department's external goals regarding the education and employment of women and minorities by educational institutions under the department's jurisdiction. In addition to the actual plan, the booklet also includes tables of socioeconomic data on women and minorities in Maine and data on employees of the department. (JG)

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affirmative action

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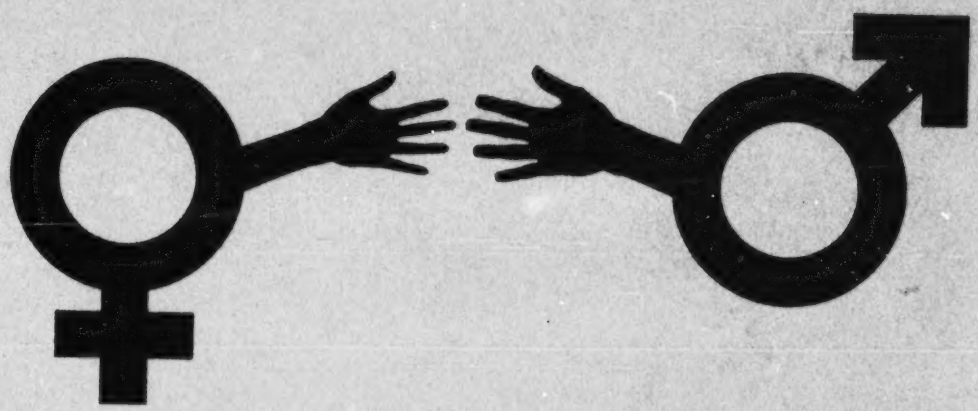

EA 007 400

MAINE DEPARTMENT OF
EDUCATIONAL AND
CULTURAL SERVICES

Revised April 1, 1975

STATE OF MAINE

Department of
Educational and Cultural Services

AUGUSTA, MAINE 04330

April 1, 1975

The Department of Educational and Cultural Services believes it has a responsibility to all Maine citizens, larger than its prescribed legal one, to set an example and to assume a leadership role in providing non-discriminatory policies and practices to its personnel. No discrimination, overt or otherwise, on the grounds of race, color, religion, physical handicap, sex, age, marital status, or national origin will exist in any area of the Department.

The Department of Educational and Cultural Services acknowledges that in the past inequities in employment opportunities helped create our current employment profile such that the number of women and minority employees in management do not approximate the number of males at the same level. Efforts to alter this imbalance have been and are continuing to be undertaken by examining the Department's role in the areas of recruitment, selection, job structuring, training, and promotion.

With the intent of moving towards a more balanced and equitable employment picture, an Affirmative Action Officer has been assigned the responsibility for monitoring compliance with the Department's Affirmative Action Plan and the Plan is being updated to reflect the changes in Department policy and practices.

In order to insure compliance with the goals of the Department's Affirmative Action Plan, the Affirmative Action Officer has direct access to my office. In addition it is the responsibility of all Bureaus and personnel, supervisory and non-supervisory, to insure that the Plan's policies become departmental practices.

Because there are policy areas which are not subject to change solely at my direction, I add my personal commitment as Commissioner of the Department of Educational and Cultural Services to working with others in State government towards the stated goal of equal employment opportunity.

H. Sawin Millett Jr.

H. Sawin Millett Jr.
Commissioner

Four seasons for Me.

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AFFIRMATIVE ACTION PLAN INTRODUCTION

In January of 1973 Commissioner Carroll R. McGary initiated a program leading to the appointment of a committee to develop an affirmative action plan for the Maine Department of Educational and Cultural Services.

The object of the plan was to effect the elimination of all discriminatory practices, whether unintentional or otherwise, relating to employment, curriculum, role modeling and all other departmental concerns. Resultant conferences and meetings, combining the efforts of personnel representative of the broad range of departmental services, produced a draft document pursuant to the requirements of Federal Executive Orders 11246 and 11375 as amended, the 1972 Equal Employment Opportunity Act under Title VII of the Civil Rights Act and Title IX of the Education Amendments of 1972.

On March 14, 1974, the plan received the approval of the State Board of Education --- Chairperson Sylvia Lund, Augusta; Martin Dibner, Casco; John Ezhaya, Norridgewock; Inge Foster, Dresden; Edward Kaelber, Northeast Harbor; Robert W. Marquis, Van Buren; Tobie Nathanson, Saco; Julia Nault, Machias; and Lucille Sheppard, Westbrook.

Some objectives in the original plan such as sending job announcements to various groups representing women and minorities, having women represented on job selection committees, and applying fair criteria for filling job vacancies were implemented immediately. Recruiting efforts for an Affirmative Action Officer were initiated in the Spring of 1974, and there ensued an extensive series of steps culminating in the selection of Susan E. Hirsch who assumed her responsibilities on March 17, 1975. With the advent of the Affirmative Action Officer many of the goals and objectives stated in the Plan are being addressed; and the Plan has been updated as of March 31, 1975 pursuant to Executive Order 1 FY-74-75 issued by Governor James Longley.

STATEMENT OF INTENT

It is the intent of this Department to pursue policies of non-discrimination and equal employment opportunity in all of its bureaus, programs, and activities. To this end, the Department will take affirmative action to insure that all applicants receive fair consideration for employment, and that employees are treated fairly during employment. Such affirmative action will apply, but not be limited to appointment, employment, up-grading, demotion, transfer, recruitment advertising, lay-off, termination, rates of pay and fringe benefits or other forms of compensation, and selection for training or academic leave. The Department will also establish procedures to insure that the effects of its actions upon citizens, local educational authorities, schools, libraries, towns, and other organizations and persons will be non-discriminatory.

INTERNAL GOALS

1. RECRUITMENT

A.) Goals

Goal 1: It is the goal of MSDECS to seek for its employees the best qualified persons available. In filling openings, every effort will be made to recruit in such a way that women and individuals from minority groups will have an equal opportunity to be considered for, and hired into all positions. In the long run the employment of women and minorities should reflect the percentage of women and minorities available in the workforce of the state. Further, these percentages should be reflected in each of the general job classifications of clerical, service, and professional.

By changing the composition of the department, the average salaries of women and minorities should approach the average paid to non-minority men.

Goals and objectives are not rigid and inflexible quotas which must be met, but are targets reasonably attainable by means of applying good faith efforts.

Timetables are meant to serve as checkpoints for good faith efforts at implementation.

Timetable: September, 1975

Objective 1.1: Barriers to employment in professional positions which may exist for females and minorities will be removed. No position will be filled without good faith efforts to recruit qualified female and minority candidates.

Objective 1.2: Barriers to employment in clerical positions which may exist for males and minorities will be removed.

Objective 1.3: Barriers to employment in service positions which may exist for females and minorities will be removed.

Objective 1.4: A career ladder will be developed for clerical and service staff to facilitate promotion. Opportunity to participate in training programs leading to job advancement will be available to all clerical and service staff.

Objective 1.5: A career ladder will be developed for professional staff to facilitate promotion. Opportunity to participate in training programs leading to job advancement will be available to all professional staff.

B.) Activities

*1.) Send announcements of job vacancies to womens' groups, womens' and minority press, teachers in Maine, education and administration majors in Maine Colleges and University, and other organizations which reach large groups of potentially qualified women and minority groups.

2.) Recruit and promote qualified women and minorites who have participated in the Department's Executive Training Program.

3.) Information concerning employment requests will be maintained on an "Applicant Flow Data" form. The form will cover, but not be limited to the following information: name, date of inquiry, inquiry or job applied for, sex, race, action taken, and date action was taken.

4.) Other activities as required to meet the goal and objectives. by September, 1975 ex: workshops, in-house committees

* Has been instituted

2. SELECTION

A.) Goals

Goal 2: Selection criteria for all job openings in the Department will be examined to insure that only criteria relating to job performance are used to evaluate candidates.

Timetable: September, 1975

Objective 2.1: Only criteria which is fair and equitable to all candidates will be used.

Objective 2.2: Women and minorities will be fairly represented on any selection committees which may be used.

B.) Activities

1.) Request the assistance of the State Personnel Office, Human Rights Commission, and appropriate federal agencies to assist in establishing equitable selection criteria for job openings in the Department.

2.) When seemingly qualified women and minorities are passed over, written justification will be requested by the Affirmative Action Officer.

3.) Conduct seminars for Department administrators to assure that they are not indulging in some common discriminatory practices such as questions, criteria, or assumptions relating to the following:

a.) marital status

b.) presence of children in a woman's household

c.) Contraceptive practices -- plans for pregnancy

d.) pregnancy

e.) unwed mother

f.) customers, clients, employees prefer you to hire a man (or woman)

g.) stereotyped characterizations about women and minorities

h.) lack of separate rest rooms or facilities

4.) The Department will seek legislative modification of the law relating to veteran's preference to eliminate sex discrimination aspects.

*5.) Notify all Department administrators that women and minorities are to be represented on all job selection committees in the Department. Request the same from the State Department of personnel for Maine State Department of Educational and Cultural Services job opening.

6.) Identify and designate those matters which are the responsibility of the State Personnel Board.

7.) Other activities as required to meet the goals and objectives above.

* Has been instituted

3. JOB STRUCTURING

A.) Goals

Goal 3: All jobs in the Department will offer some potential for growth and advancement. The "dead end" job should not exist.

Timetable: September, 1975

B.) Activities

1.) Studies will be conducted to gather additional data on "dead end" and sex-segregated jobs in the Department.

2.) Training programs which offer the potential for job advancement for all employees will be developed with the help of a committee made up of clerical, service, and professional employees in the Department.

3.) Other activities as required to meet goal 3.

4. TRAINING, PROMOTION, CAREER LADDER

A.) Goals

Goal 4: All training will be available on an equitable basis for support, service, and administrative staff with special effort being made to encourage women and minorities to take training in each of these job categories.

Timetable: July, 1975

Goal 5: Career counseling will be available to Department staff with special emphasis on women and minorities.

Timetable: April, 1975

Objective 5.1: An assessment of the skills and qualifications of women, minorities, and other personnel who work in the Department will be on file in the Personnel and Affirmative Action Offices and the appropriate Associate Commissioner's Office.

Objective 5.2: A summary of the career goals and interests of women, minorities, and other Department personnel will be maintained in the Personnel and/or Affirmative Action Offices and the appropriate Associate Commissioner's Office.

Goal 6: An executive training program will be developed which places emphasis on women and minorities in the Department.

Timetable: September, 1975

Goal 7: Intermediate positions will be created so that support staff and service staff can be promoted into adminstrative positions.

Timetable: September, 1975

Goal 8: An analysis of job requirements will be completed. These will specify responsibilities attached to each job along with the qualifications - skills and abilities - needed to perform adequately. A determination will also be made as to whether equal compensation is given for equal work responsibilities.

Timetable: September, 1975

B.) Activities

*1.) A summary of training opportunities and the list of participants in each will be maintained by the Affirmative Action Officer.

2.) Other activities as required to reach Goals 4 through 8.

* Has been instituted

5. PERSONNEL PRACTICES

A.) Goals

Goal 9: The Maine State Department of Educational and Cultural Services Personnel Office will offer assistance, support, and encouragement to women and minorities in acquiring employment with the Department and in obtaining training and promotions in the Department.

Timetable: April, 1975

B.) Activities

1.) Special training will be provided to professional and support staff in the Department Personnel Office to better equip them to offer assistance to women and minorities candidates and employees in the Department.

*2.) Department Personnel Office will develop materials on Affirmative Action Program for orientation of new employees.

3.) Department will request Personnel Board to write maternity and paternity leave regulations guaranteeing the same for women and men.

4.) Current personnel policies and regulations will be reviewed and all those which are discriminatory in their effect on women and minorities will be eliminated.

5.) An internal audit will be done on all personal practices for which data is being maintained as specified throughout this plan.

6.) Other activities as required to meet the goals of the Affirmative Action Plan.

* Has been instituted

6. GRIEVANCE PROCEDURES

A.) Goals

Goal 10: Any employee in the Department who has a grievance concerning sex or minority discrimination will be able to obtain counsel and guidance from an impartial counseling committee within the Departmen' It is understood that an attempt to resolve the grievance directly with the supervisor would be made at the earliest possible time during the procedure.

Timetable: April, 1975

B.) Activities

1.) The Personnel Office will provide confidential and unbiased consultation to Department employees on grievances which may involve sex or minority discrimination.

2.) A Department Grievance Committee be established to consider grievances within the Department to include those relating to sex or minority discrimination. The Grievance Committee will be chaired and staffed by the Personnel Office and/or an Affirmative Action Officer, and will include affirmative action representation in its membership, and will serve as an employee advocate in following standard grievance procedures. The Grievance procedures will not interfere with employee's access to the State Grievance procedure.

3.) Other activities as required to implement goal 10.

EXTERNAL GOALS

Those employees in the Maine State Department of Educational and Cultural Services who have responsibilities in the areas mentioned under Goals 12 to 18 will be expected to develop alternative activities for reaching these goals and implement those activities which are considered to be the best strategies. Coordination of these activities will be carried out by the Commissioner through his Affirmative Action Officer and Administrative Council.

The External Goals for the Department are as follows:

Goal 11: The Department of Educational and Cultural Services will insure that all funds which it distributes to local educational agencies, institutions of higher education and other educational organizations will be used in a non-discriminatory and equitable manner. However, it is expected that special remedial action will be taken for groups that have been subject to discriminatory policies or actions. This requirement will be included in school approval standards.

Timetable: January, 1976

Objective 11.1: All educational programs, services and activities will be available to male, female, and minority students on an equitable basis.

Objective 11.2: All administrative personnel practices will reflect a non-discriminatory policy towards employees in the education agencies or institutions.

Goal 12: The Department of Educational and Cultural Services will insure that there are no sex-segregated classes or programs in our Vocational Technical Institutes, or other educational institutions operated by the State Department.

Timetable: September, 1975

Objective 12.1: The Maine State Department of Educational and Cultural Services will maintain a data file from each Vocational Technical Instiutute and all other education institutions operated by the Department on the number of women and minority employees and their salaries. They will also maintain records on the number of male, female, and minority students enrolled in each course of instruction.

Objective 12.1: The Maine State Department of Educational and Cultural Services will have on file copies of Affirmative Action Plans from each Vocational Technical Institute and from all other educational institutions operated by the State Department. The Department will offer technical assistance and training to these institutions in the area of Affirmative Action.

Goal 13: Special emphasis will be placed on increasing the number of women enrolled in traditionally "non-female" occupational classes under the Wage-Earning Programs for Women at the Secondary and Post-Secondary levels.

Timetable: December, 1975

Goal 14: Sex-role stereotyping will be eliminated in the curriculum of the local educational agencies in Maine.

Timetable: January, 1976 (initial phase)

Objective 14.1: The Division of Curriculum Resources will make available curriculum guidelines in the areas of Affirmative Action, Equal Employment Opportunity and sex bias in the curriculum to all Local Educational Agencies.

Objective 14.2: The Division of Curriculum Resources will provide assistance and support for the design of curriculum for womens' studies programs throughout the State.

Objective 14.3: The Division of Curriculum Resources will carry out whatever research projects are necessary to meet objectives 14.1 and 14.2.

Goal 15: A Management Training Program for female and minority teachers in Maine will be supported by the Maine State Department of Educational and Cultural Services. The Department will require all approved programs in teacher education to provide equal opportunities for women and minorities to enter administration. The schools' Affirmative Action Plan should reflect this intent. The MSDECS should work cooperatively with the Maine Teachers Association in establishing management training programs for female and minority teachers. The Maine Teachers Association has evidenced willingness to sponsor these kind of activities.

Timetable: January, 1976

Goal 16: The Maine State Department of Educational and Cultural Services will insure that athletic programs in local educational agencies are carried out in a non-discriminatory and equitable manner.

Timetable: December, 1975

Goal 17: The Maine State Department of Educational and Cultural Services will require that Guidance programs and activities in Local Educational Agencies be established to work toward elimination of sex-role stereotyping or bias. Particular attention will be given to activities and practices that contribute to more realistic career planning, curriculum selection and post-secondary educational plans.

Timetable: December, 1975

Affirmative Action Officer: The responsibility for assuring the Affirmative Action Program's implementaion will be delegated by the Commissioner of the Maine State Department of Educational and Cultural Services to an Affirmative Action Officer. The responsibility for assuring the continuing success of Affirmative Action rests in the hands of each member of the Department of Educational and Cultural Services.

The Affirmative Action Officer shall be appointed by the Commissioner and shall be directly responsible to the Commissioner. The Commissioner in selecting the Affirmative Action Officer shall consult with the Affirmative Action Advisory Committee and others as he/she wishes.

The Affirmative Action Officer's duties will include but not be limited to the following:

1. Work with Bureau heads and other supervisors responsible directly for personnel actions to assure that the Affirmative Action Plan is faithfully implemented.
2. Review personnel actions including salaries and promotions to assure compliance with Affirmative Action guidelines.
3. Consult with and provide staff assistance to the Affirmative Action Advisory Committee.
4. Maintain a flow of accurate information about recruiting and employment in general and of minority persons and women in particular.
5. Provide career counseling to Department staff with special emphasis on women and minorities.
6. Work with the Personnel Office on the establishment of a Career Ladder for Department employees.
7. Offer technical assistance and training to Vocational Technical Institutes and other institutions operated by the Department in the area of Affirmative Action.

8. Act as a resource person to local school systems in the preparation of their Affirmative Action Plans.

9. Refer grievances to the Grievance Committee as necessary.

10. Assist the aggrieved party who appeals to the Grievance Committee, should such help be requested, and sit as a voting member on the committee.

11. Implement Title IX of the Higher Education Act which prohibits discrimination against students on the basis of sex.

12. Other activities as required to meet the goals of the Affirmative Action Plan.

PURPOSE AND COMPOSITION OF AFFIRMATIVE ACTION COMMITTEE

Responsibilities

The Affirmative Action Committee of the Maine State Department of Educational and Cultural Services reaffirms its committment to maintaining an active role in aiding in the implementation of department Affirmative Action policies and programs. The following highlights broad areas to which the Committee is charged with providing technical assistance: Staff Training, Career Ladders, and Grievance Board and Procedures. Other areas may be addressed as they are identified.

Composition and Term

The Affirmative Action Committee shall consist of twelve (12) members, with women and minorities represented in proportion to the work force of Maine State Department of Educational and Cultural Services. There shall be eight (8) support personnel and four (4) supervisory-administrative personnel, at least one (1) of whom must be a field representative (work primarily outside the Maine State Department of Educational and Cultural Services) and at least one (1) of whom must sit on the Administrative Council. When possible, there will be both Female and Male representation in the support supervisory-administrative categories.

Members shall serve for 6 months with the first full term commencing on July 1, 1975. In the interim, the existing Committee shall remain in effect and individual members may continue to serve until December 31, 1975 so long as the above stated ratios are met.

Staggered terms will be served so that at any one time only 50% of the Committee will consist of new members.

The Affirmative Action Committee shall reassess the need for its presence each term.

UTILIZATION ANALYSIS

This text is a comment on the tables of data which follow. The tables contain socio-economic data on women and minorities in Maine as well as employment data on employees in the Department of Educational and Cultural Services.

1. Population and Labor Force Data

Tables 1 and 2 show that 51.3% of Maine's population is female, and 1.1% of the population is non-white. In September, 1974, there was a total of 424,950 people in the work force. Thirty-nine percent (39%) of this work force is made up of women, and 61% are men.

The work force data for Maine shows that women comprise 39% of the work force in the State, but they make up 47% of the unemployed.

TABLE 1
MAINE POPULATION BY SEX & RACE

	Total Population	Female	Spanish Amer.	Negro	American Indian	Other
Numbers	992,048	509,183	3,730	2,800	2,195	1,777
Percent	100%	51.3%	.4%	.3%	.2%	.2%

Note: Approximately one-half of each minority break-out are women.

TABLE 2
NUMBER OF WOMEN IN LABOR FORCE IN MAINE AND UNEMPLOYMENT RATE, 1973

Number of Women in Labor Force		163,680
% Labor Force who are women:	39%	
Number of Men in Labor Force		261,270
% Labor Force who are men:	61%	
Number of females unemployed		11,760
% of unemployed who are females:	47%	
Number of males unemployed		13,530
% of unemployed who are males:	53%	

Source: "Women and Minority Manpower Statistics", Maine Department of Manpower Affairs, Manpower Research Division, Revised September, 1974.

2. Data on the manpower available in the field of education is of special interest to the Department of Educational and Cultural Services. Graduates majoring in Education and professional educators working in Maine's local school systems provide a pool of qualified manpower from which the Department can recruit and staff many of its professional jobs. (Tables 4 and 5 give data on other backgrounds from which the department could obtain staff.) In June, 1974 there were 1,164 graduates from the University of Maine system with a Bacholor of Science Degree in Education, and women accounted for 65% of these graduates. Table 3 shows the composition of males and females receiving Education degrees from the University of Maine over the past 3 years. Sixty-six percent (66%) of the Bachelor of Science Degrees in education were awarded to women and 34% were awarded to men. Approximately 36% of the Masters Degrees in Education were awarded to women from July, 1971 to June, 1974. A very small number of Doctors Degrees were awarded during that period - only 19 - and none of those degrees was held by a woman.

Table 6 provides information on the number of full-time professional educators working in Maine from 1972 - 1975. Women comprise 57% of the full-time educational staff in the State, and they make up 60% of the teachers in the State. Only 27% of the educational administrators and professional staff other than teachers employed by the local school systems are women. This demonstrates a serious discrepancy between the number of women who have completed graduate programs in Education, approximately 36% over the last 3 years, and those presently holding administrative and other professional jobs.

Table 3

NUMBER OF EDUCATION DEGREES CONFERRED BY THE UNIVERSITY OF MAINE SYSTEM BY SEX

	MALES	FEMALES	TOTAL	PERCENT FEMALE
July, 1973 - June, 1974				
Education				
Bachelors	406	758	1164	65%
Masters	272	171	443	39%
Doctors	6	-	6	0%
Total	684	929	1613	58%
July, 1972 - June, 1973				
Education				
Bachelors	386	829	1215	68%
Masters	260	111	371	30%
Doctors	9	-	9	0%
Total	655	940	1595	59%
July, 1971 - June, 1972				
Education				
Bachelors	456	856	1312	65%
Masters	281	170	451	38%
Doctors	4	0	4	0%
Total	741	1026	1767	58%

Source: Office of Financial Planning, University of Maine System, Bangor, Maine

DEGREES CONFERRED

(University of Maine System)

	July 1973 - June 1974				July 1972 - June 1973			
	Male	Female	Total	%F	Male	Female	Total	%F
1. Law	49	8	57	14%	53	5	58	9%
2. Business and Management								
Bachelors	156	15	171	9%	190	11	201	5%
Masters	33	2	35	6%	37	2	39	5%
Doctorates								
Total	189	17	206	8%	227	13	240	5%
3. Library Science								
Bachelors	11	34	45	76%				
Masters					9	28	37	76%
Doctorates								
Total	11	34	45	76%	9	28	37	76%
4. Psychology								
Bachelors	50	57	107	53%	43	36	79	46%
Masters	3	3	6	50%	1	1	2	50%
Doctorates	8	-	8	0%	3	1	4	25%
Total	61	60	121	50%	47	38	85	45%
5. Public Affairs and Services								
Bachelors	27	33	60	55%	11	5	16	31%
Masters	12	4	16	25%	4	-	4	0%
Total	39	37	76	49%	15	5	20	25%

Table 5

DISCIPLINE SPECIALTY

(University of Maine System)

	Bachelor's Degrees		Master's Degrees		Doctor's Degrees	
	Men	Women	Men	Women	Men	Women
1973-74						
Accounting	10	4				
Business Mgmt. & Admin.	46	1	33	2		
Journalism	11	15				
Educational Admin.			56	3		
Curriculum & Instruction			1			
Business, Commerce & Dist. Ed.	15	13	2	2		
Industrial Arts, Voc & Tech. Ed.	66	2	13			
Library Science			11	34		
1972-73						
Accounting						
Business Mgmt. & Admin.	72	5	37	2		
Journalism	10	6				
Educational Admin.			27	2	3	
Curriculum & Instruction			1	1		
Business, Commerce & Dist.	9	9	1	2		
Industrial Arts, Voc & Tech. Ed.	42	1				
Library Science			9	28		

Table 6

FULL-TIME PROFESSIONAL STAFF BY SEX

PUBLIC

1974-75

	MEN	WOMEN	TOTAL	%WOMEN
Teachers				
Elementary	1,666	5,084	6,750	75%
Secondary	2,839	1,617	4,456	36%
Total	4,505	6,701	11,206	60%
Other Instructional	676	313	989	32%
Administration *(except Superintendents)	115	18	133	14%
Total Professional Staff	5,296	7,032	12,328	57%

*There are 129 Superintendents, 1 of whom is Female

1973-74

Teachers				
Elementary	1,568	5,086	6,654	76%
Secondary	2,744	1,622	4,366	37%
Total	4,312	6,708	11,020	61%
Other Instructional	639	290	929	31%
Administration and Other Professional	94	14	108	13%
Total Professional Staff	5,045	7,012	12,057	58%

1972-73

Teachers	4,423	6,754	11,177	61%
Administration and Other Professional	928	315	1,243	25%
Total Professional Staff	5,351	7,069	12,420	57%

Table 7
DEPARTMENT OF EDUCATION

EMPLOYMENT DATA as of April 1, 1975
(Does not include elected/appointed officials. Blanks will be counted as zero)

FULL TIME EMPLOYEES

Job Category	MALE White	MALE Other	FEMALE White	FEMALE Other	TOTAL Male/ Female	%Female	%Minority
Officials/Admin.	18	*1	1		20	5%	5%
Professionals	54		18		72	25%	
Technicians	1				1		
Office/Clerical	4		75		79	95%	
Skilled Craft	3		1		4	25%	
Service/Maint.					0		
Total Full Time	80	1	95		176	54%	

OTHER THAN FULL TIME EMPLOYEES (Include temporary employees)

Job Category	MALE White	MALE Other	FEMALE White	FEMALE Other	TOTAL Male/ Female	%Female	%Minority
Officials/Admin							
Professionals	28		1		29	3%	
Technicians	1				1		
Office/Clerical			6		6	100%	
Skilled Craft							
Service/Maint.							
Total Full Time	29		7		36	19%	

*Asian Amer.

Table 8
MAINE STATE LIBRARY

EMPLOYMENT DATA as of April 1, 1975
(Does not include elected/appointed officials. Blanks will be counted as zero)

FULL TIME EMPLOYEES

Job Category	MALE White	MALE Other	FEMALE White	FEMALE Other	TOTAL Male/ Female	%Female	%Minority
Officials/Admin.			1		1	100%	
Professionals	6		20		26	77%	
Technicians							
Office/Clerical	13		18		31	58%	
Skilled Craft							
Service/Maint.							
Total Full Time	19		39		58	67%	

OTHER THAN FULL TIME EMPLOYEES (Include temporary employees)

Job Category	MALE White	MALE Other	FEMALE White	FEMALE Other	TOTAL Male/ Female	%Female	%Minority
Officials/Admin.							
Professionals			1		1	100%	
Technicians							
Office/Clerical	3		10		13	77%	
Skilled Craft							
Service/Maint.							
Total Full Time	3		11		14	79%	

Table 9
MUSEUM

EMPLOYMENT DATA as of APRIL 1, 1975
(Does not include elected/appointed officials. Blanks will be counted as zero)

FULL TIME EMPLOYEES

Job Category	MALE White	MALE Other	FEMALE White	FEMALE Other	TOTAL Male/ Female	%Female	%Minority
Officials/Admin.	3		1		4	25%	
Professionals	6		3		9	33%	
Technicians	5		1		6	17%	
Office/Clerical			4		4	100%	
Skilled Craft							
Service/Maint.							
Total Full Time	14		9		23	39%	

OTHER THAN FULL TIME EMPLOYEES (Include temporary employees)

Job Category	MALE White	MALE Other	FEMALE White	FEMALE Other	TOTAL Male/ Female	%Female	%Minority
Officials/Admin.							
Professionals							
Technicians			3		3	100%	
Office/Clerical							
Skilled Craft							
Service/Maint.			4		4	100%	
Total Full Time			7		7	100%	

Table 10
ARTS and HUMANITIES

EMPLOYMENT DATA as of APRIL 1, 1975
(Does not include elected/appointed officials. Blanks will be counted as zero)

FULL TIME EMPLOYEES

Job Category	MALE White	MALE Other	FEMALE White	FEMALE Other	TOTAL Male/ Female	%Female	%Minority
Officials/Admin.	1				1		
Professionals	1		1		2	50%	
Technicians							
Office/Clerical			2		2	100%	
Skilled Craft							
Service/Maint.							
Total Full Time	2		3		5	60%	

OTHER THAN FULL TIME EMPLOYEES (Include temporary employees)

Job Category	MALE White	MALE Other	FEMALE White	FEMALE Other	TOTAL Male/ Female	%Female	%Minority
Officials/Admin.			2		2	100%	
Professionals							
Technicians							
Office/Clerical			1		1	100%	
Skilled Craft							
Service/Maint.							
Total Full Time			3		3	100%	

Table 11
DEPARTMENT of EDUCATION

NEW HIRES from APRIL 1, 1974 - MARCH 31, 1975
(Permanent full time only)

FULL TIME EMPLOYEES

Job Category	MALE White	MALE Other	FEMALE White	FEMALE Other	TOTAL Male/ Female	%Female	%Minority
Officials/Admin.	1				1		
Professionals	12		4		16	25%	
Technicians	2				2		
Office/Clerical	3		21		24	88%	
Skilled Craft							
Service/Maint.							
Total Full Time	18		25		43	58%	

MAINE STATE LIBRARY

NEW HIRES from APRIL 1, 1974 - MARCH 31, 1975
(Permanent full time only)

Job Category	MALE White	MALE Other	FEMALE White	FEMALE Other	TOTAL Male/ Female	%Female	%Minority
Officials/Admin.							
Professionals	1		7		8	88%	
Technicians							
Office/Clerical	2		10		12	83%	
Skilled Craft							
Service/Maint.	1				1		
Total Full Time	4		17		21	81%	

Table 12
MUSEUM

NEW HIRES from APRIL 1, 1974 - MARCH 31, 1975
(Permanent full time only)

FULL TIME EMPLOYEES

Job Category	MALE White	MALE Other	FEMALE White	FEMALE Other	TOTAL Male/ Female	%Female	%Minority
Officials/Admin.							
Professionals							
Technicians							
Office/Clerical							
Skilled Craft							
Service/Maint.							
Total Full Time					0		

ARTS and HUMANITIES

NEW HIRES from APRIL 1, 1974 - MARCH 31, 1975
(Permanent full time only)

Job Category	MALE White	MALE Other	FEMALE White	FEMALE Other	TOTAL Male/ Female	%Female	%Minority
Officials	1				1		
Professionals							
Technicians							
Office/Clerical							
Skilled Craft							
Service/Maint.							
Total Full Time	1				1		

3. Employment and Salary Data For The Maine State Department of Educational and Cultural Services.

All employees in the Maine State Department of Educational and Cultural Services have been categorized according to their status as classified or unclassified as defined by the Maine Personnel System. The classified category includes almost all employees who work in the State Department in Augusta, with a few exceptions such as the Commissioner, the State Librarian, and some contract or project workers who are unclassified. It should be noted that the positions of Commissioner, State Librarian, Executive Director of Arts and Humanities, and Museum Director are currently held by men and all have salaries above $16,000 a year.

Table 7 indicates that 95% of the full-time clerical staff in the Department of Education are female. Sufficient data has not been gathered to indicate whether this reflects the percentage of trained clerical staff which are available in Maine. The problems and concerns reflected by clerical staff in the Department are discussed in the section Goals and Objectives.

Table 7 also shows that 79% of the full time professional (includes Officials/Administrators) staff in the Department of Education alone are males, outnumbering females by more than 4 to 1. The figure indicates an under-utilization of women in this classification considering the following:

a. Women comprise about 39% of the work force in the State.

b. Women account for 66% of the Bachelor of Science in Education Degrees awarded in the State in the past 3 years.

c. Women received approximately 36% of the Masters Degrees in Education awarded in the State in the past 3 years.

d. Women make up 57% of the full-time professional educators in Maine.

Table 13 shows that 31% of the females in the entire Department earn a salary between $10 - $15,999 while 69% of the male salaries fall within that range. Ninety-five percent (95%) of the male salaries are $16,000 and higher, while only 5% of the females in the entire Department fall in this category. Eighty percent (80%) of the women employees in the Department earn below $9,999 per year while 74% of the males earn more than $9,999. These figures demonstrate that women are at the bottom of the salary ladder while men dominate the middle and higher salary ranges.

Source: Division of Planning and Management Information

Table 13

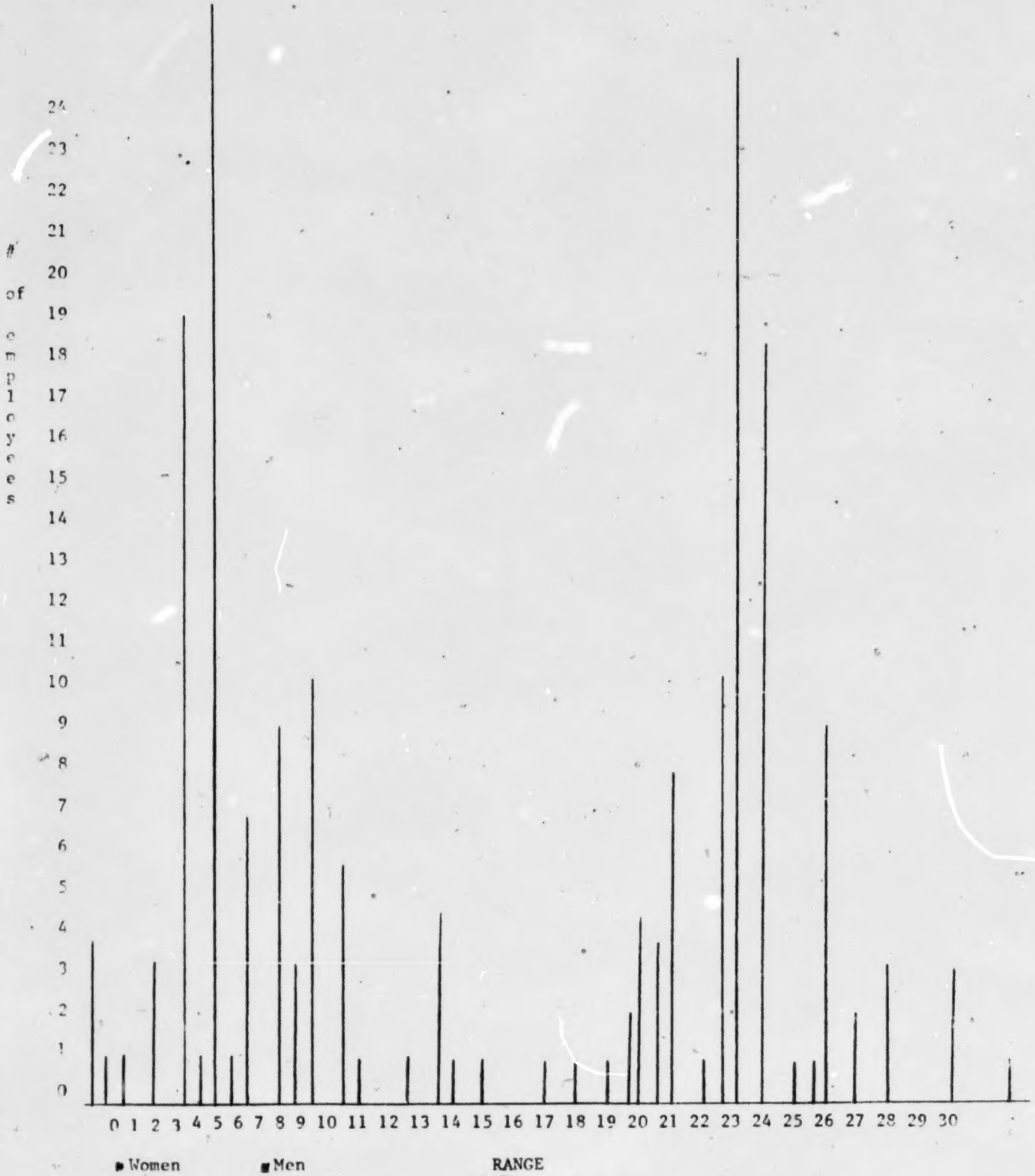
Salary of Males and Females
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES
As of April 1, 1975

	M	F	Total	%F
$0 - 9,999	28	112	140	80%
$10 - 15,999	70	32	102	31%
$16 -	19	1	20	5%
	117	145	262	55%

The data includes all full-time employees of the Department of Educational and Cultural Services

Source: Department's personnel records

DEPARTMENT OF EDUCATION
MEN/WOMEN BY RANGE
as of April, 1975



DEPARTMENTAL GRIEVANCE COMMITTEE

INTRODUCTION -

The purpose of the Grievance Committee shall be to mediate a settlement within the Department of Educational and Cultural Services of grievances and disputes. However, all efforts should be made to settle the grievance or dispute with your immediate supervisor.

COMPOSITION OF GRIEVANCE COMMITTEE -

The Grievance Committee shall consist of four (4) people, one of whom will be the Affirmative Action Officer of the Department; two (2) will be support staff, and one (1) will be a supervisory-administrative person. The support staff shall come from the Department of Education and from Cultural Services. The supervisory-administrative person will be chosen on an alternating year basis with Education selecting this person the first year.

SELECTION OF THE COMMITTEE* -

The initial Grievance Committee shall be chosen by the Affirmative Action Committee from a list of volunteers developed by each Bureau in Education and in the Cultural Services. Each member will serve for a one-year period commencing on or before July 1, 1975.

DUTIES/RESPONSIBILITIES OF THE COMMITTEE -

Meetings will be held as needed; these will be called by the chairperson of said Committee. Duties of the chairperson shall include, but not be limited to, the following:

1) Call meetings to order.
2) Keep records, to be filed in the Affirmative Action Officer's Office, of all grievances heard. These to include, but not be limited to, the following:
   a) Written notice advising aggrieved person of state grievance procedures, specifically the 7 working day period to orally communicate complaint to supervisor.
   b) Grievance Form, to include:
      i) Name of person
      ii) Date grievance filed
      iii) Type of complaint
      iv) Committee's recommendation and date
      v) Follow-up
   c) Written notification of decision made by the Grievance Committee to all parties concerned and the Commissioner.
3) The Committee shall have an initial meeting to establish procedures to govern its action. These procedures shall be approved by the Affirmative Action Committee.
4) Other duties/responsibilities as determined by the Grievance Committee.

*Subject to change.

WHO MAY FILE A COMPLAINT? -

Departmental employees may bring grievances and disputes within the Department of Educational and Cultural Services to the Grievance Committee. If you have any questions concerning what is a grievable incident, who can use the Grievance Committee or what the Grievance Committee's function is, please contact any member of the Affirmative Action Committee or the Grievance Committee. Grievances may include, but not be limited to, the following: (1) discrimination; (2) frequently projecting a poor image of the Department, internally and externally; (3) objectionable duties performed; (4) harassment; (5) personal grievances, such as: working hours, personality conflicts, attendance, etc.

PROCEDURES -

The Grievance Committee shall have the authority to try to mediate a settlement of grievances and disputes. The procedures for initiating a grievance are set forth in the following steps and you may have representation of your choosing at each step of the procedure. IT SHOULD BE NOTED THAT IN ORDER TO CONFORM WITH THE STATE EMPLOYEES' GRIEVANCE PROCEDURES, A COMPLAINT MUST BE MADE THROUGH ORAL COMMUNICATION WITH THE EMPLOYEE'S IMMEDIATE SUPERVISOR WITHIN SEVEN (7) WORKING DAYS OF THE TIME THAT THE EMPLOYEE IS AWARE OF THE GRIEVABLE INCIDENT.

1) You or your representative should attempt to adjust the dispute with your immediate supervisor.
2) If this is not feasible, come directly to the Grievance Committee to determine if, in fact, you have a grievance that is under the jurisdiction of the Grievance Committee.
3) File your grievance with the Grievance Committee. This may be done with the assistance of the Grievance Committee or your representative.
   a)* In order to allow the employee to maximize this in-house grievance committee without losing his or her right to the State Employees' Grievance Procedures, we strongly recommend that the aggrieved party orally communicate the grievable incident to his or her immediate supervisor at this time, but no later than seven (7) working days.
   b)* The aggrieved party or his or her representative should explain that the oral communication as stated above is to be considered the first step in the State Employees' Grievance Procedures; therefore, the supervisor must respond orally to the aggrieved party within three (3) working days.
   c)* It is understood that the aggrieved party, if still dissatisfied, under the State Grievance Procedures would have ten (10) working days to present the grievance in written form to his or her supervisor. Prior to this written notice, the Departmental Grievance Committee will make every effort to render a decision.

*These are precautionary steps separate from the Departmental Grievance Procedures to insure: (1) that the aggrieved person has access to the State Procedures; and (2) to allow the Departmental Committee the maximum amount of days to render its decision without interfering with the State Procedures.

4) The Grievance Committee will notify the other person (s) involved about the nature of the grievance.
5) The Grievance Committee will request from the supervisor acknowledgment of the situation.
6) A meeting date will be set with all parties involved.
7) The Grievance Committee will convene with all parties present and action shall be recommended or taken shortly thereafter.
8) Written notice of the decision or recommended action will be sent to all parties concerned, including the Commissioner or his/her designated representative, and a file copy shall be maintained in the Affirmative Action Officer's Office.
9) If follow-up is necessary, appropriate action will be taken.

APPLICANT FLOW DATA FORM

Name *	Date	Position Interested In	Action Taken	Inquiry made by Tel.	Letter	Personally

*designate sex, race if known

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

SKILLS INVENTORY

Please give this your careful attention. The information on this form will help in determining career ladders and in making an assessment of the needs and talents of the Department's personnel.

NAME _____ DATE _____

PRESENT POSITION _____ NO. OF YEARS _____

BUREAU _____

PREVIOUS POSITIONS IN MDECS _____

_____

_____

_____

OTHER WORK EXPERIENCE (Last Position First/Include Dates) _____

_____

_____

_____

_____

EDUCATION/TRAINING:

Last Grade Completed _____ Year _____

Last Degree Received _____ Year _____

Courses Taken in Addition to a Degree Program _____

_____

_____

_____

_____

SPECIAL SKILLS/TRAINING: (eg. Languages Spoken, Machines Operated, etc.)

_____

_____

_____

_____

(over)

ASSOCIATIONS/CLUBS/CIVIC GROUPS: (Include only organizations, both past and present, in which you have been active; give positions held)

_____

_____

_____

_____

CAREER OBJECTIVES/GOALS: State goal(s) and comment on:

a. Additional education/on-the-job training needed to reach goal

_____

_____

_____

b. Salary/Status level desired _____

_____

Which of the following would you take advantage of if given the opportunity?

a. On-the-Job Training _____

b. Courses paid for by the Department _____

c. Tuition reimbursement at completion of courses taken outside of department _____

d. Time off from work to take courses at your own expense _____

_____

Ever offered a promotion? _____ Did you accept? _____

If not, why? _____

_____

REMARKS: (Please include anything else you consider important as it relates to your career goals and talents)

_____

_____

_____

_____

_____

_____

I (circle one) would/would not like to meet with the Affirmative Action Officer to discuss my career objectives.

If you wish this information held confidential, please so indicate.

EMPLOYEE
CAREER LADDERS

Name	Rec'd	Wants C.L.	Meetings	Needs Training	In Personnel	Completed

LIST OF MINORITY AND WOMEN'S GROUPS

NAACP
Sterling Dymond
66 Walter Street
Bangor, Maine 04401

Nicholas Sapiel
Governor
Indian Island
Old Town, Maine 04468

Justin Lolar
Mainstream Director
Indian Township
Princeton, Maine 04668

Association of Aroostook Indians
P.O. Box 223
Houlton, Maine 04730

Mary Iyer
President
17 Stacy Street
Saco, Maine 04072

NAACP
James Mathews
94 Bonnybank Terr.
South Portland, Maine 04106

Leonard Cummings
Maine Assoc. for Black Progress
75 Dennett Street
Portland, Maine 04102

Richard Hamilton
Mainstream Director
Indian Island
Old Town, Maine 04468

Clayton Cleaves
Mainstream Director
Pleasant Point
Perry, Maine 04667

Bath-Brunswick Women's Center
Maine Street
Brunswick, Maine 04011

Maine N.O.W.
P.O. Box 773
Portland, Maine 04104

Joanne Fritchie
Director of EEO
Alumni Hall
University of Maine-Orono
Orono, Maine 04473

Augusta Women's Center
c/o United Low Income
Water Street
Augusta, Maine 04330

State Principals' Association
15 Western Avenue
Augusta, Maine 04330

Dr. John Marvin
Maine Teachers Association
35 Community Drive
Augusta, Maine 04330

Executive Secretary
Local Government Center
Community Drive
Maine School Management Assoc. Inc.
Augusta, Maine 04330

Ms. Ro Studer
Women's Caucus
Maine Teachers Association
35 Community Drive
Augusta, Maine 04330

Mr. Robert Dyer
President
Maine Elementary Principals Association
Wood Street
Southwest Harbor, Maine 04679

Charlene Yost
Chairperson
Equal Opportunities for Women
Box 2455
Augusta, Maine 04330

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COLLEGES

Ross Cummins
Director of Placement
Bates College
Chase Hall
Lewiston, Maine 04240

Harry Warren
Director of Placement
Bowdoin College
Brunswick, Maine 04011

Sidney W. Farr
Director of Placement
Colby College
Mayflower Hill
Waterville, Maine 04901

Ann Korsehgan, Director
Career Planning & Counseling
Husson College
Kenduskeag Avenue
Bangor, Maine 04401

Joel Hayden, Director
Office of Career Planning
Nasson College
Springvale, Maine 04083

Dr. Arlen Low
Franklin Hall
University of Maine-Farmington
Farmington, Maine 04938

William Bradley
Director of Financial Aid
University of Maine-Augusta
Augusta, Maine 04330

Stan Ferguson
Careers Educator
University of Maine-Farmington
Farmington, Maine 04938

Roberta Speel
Coordinator of Exit Program
Estabrooke Hall
University of Maine Orono
Orono, Maine 04473

Director of Placement
Ricker College
High Street
Houlton, Maine 04730

Director of Placement
St. Francis College
605 Pool Road
Biddeford, Maine 04005

Director of Placement
Th mas College
W. River Road
Waterville, Maine 04901

Janet Cooper
Director of Placement
University of Maine
School of Law
Deering Avenue
Portland, Maine

Anne Ladley
Affirmative Action Director
University of Mainte Portland-Gorham
96 Falmouth Street
Portland, Maine 04103

Professor Yvonne R. Knight
Director of Equal Employment Opp.
Colby College
Waterville, Maine 04901

Nye Bemis
Director of Educational Placement
University of Maine Portland-Gorham
Gorham, Maine 04038

Agnes Magula
Farmington Womens' Group
Director of Finance
University of Maine Farmington
Farmington, Maine 04938

Sharon Sommers
Director of Center
University of Maine Farmington
Farmington, Maine 04938

Dr. Hubert J. Thibodeau
Assistant Professor of Education and
Director of Placement
University of Maine Fort Kent
Fort Kent, Maine 04743

Ms. Janet Gorman
Assistant Director
University of Maine Orono
Orono, Maine 04473

Robert Maxell
Director of Admission and Registrar
University of Maine Machias
Machias, Maine 04654

Ms. Linda Hoch
Director of Placement
University of Maine Portland-Gorham
Portland, Maine 04103

Frederick Stone
Director of Placement
University of Maine Presque Isle
Presque Isle, Maine 04769

Executive Order

OFFICE OF
THE GOVERNOR

NO. 1 FY - 74 - 75
DATE Feb. 4, 1975

WHEREAS, the State of Maine, in spirit and in law, historically has opposed discrimination where it exists with regard to race, creed, color, sex, national origin, ancestry, age or physical handicap; and

WHEREAS, from time to time, it has been necessary to review these policies, laws and administrative regulations with the intention of adapting them to the needs and problems of contemporary society; and

WHEREAS, in 1971, the Maine Legislature enacted the Human Rights Act and in 1974 Maine became the thirty-first state to ratify the Equal Rights Amendment; and

WHEREAS, the passage of the Equal Employment Opportunity Act of 1972, mandated that state and local governments be subject to the provisions of the Civil Rights Act of 1964; and

WHEREAS, the EEO-4 statistics for 1974 suggest under-utilization of women and minorities in non-traditional classifications in state service;

NOW, THEREFORE, I JAMES B. LONGLEY, do hereby, under the power vested in me as Governor, and in pursuit of the goals of Equal Employment Opportunity and in support of the necessity for Affirmative Action, direct that such Affirmative Action, as set forth in this order, be followed throughout the Executive Branch of the Government of the State of Maine.

ARTICLE I -- DEFINITION OF AFFIRMATIVE ACTION

An Affirmative Action Program includes procedures designed to increase the numbers of qualified minorities and women at all levels and in all segments where imbalances exist. Such a program should include an assessment of existing practices and the development of realistic goals and timetables for corrective action. These goals and related procedures cannot be rigid quotas, but rather reasonable targets which are, with a good faith effort, attainable.

Affirmative action reinforces merit concepts by assuring that all segments of our population have an equal opportunity for employment into and advancement within state service according to their ability and merit. This can be accomplished partly by breaking down barriers

which may exist such as limited recruiting efforts for job openings, job requirements which have a disparate effect on one group or another, tests which lack adequate validity, and insufficient opportunities for promotion; and partly through positive action programs of professional development in such personnel practices, as recruiting, selection, promotion, transfer, layoff, return from layoff, termination, training and educational leave.

ARTICLE II -- APPOINTMENT, ASSIGNMENT, AND PROMOTION OF PERSONNEL

State officials and supervisory employees shall appoint, assign and promote state personnel on the basis of qualifications, merit, and capability without regard to race, creed, color, sex, national origin, ancestry, age or physical handicap except where sex or age is a bona fide occupational qualification. All other personnel actions shall be administered in a non-discriminatory manner. The Affirmative Action Officer which has been designated for each department or agency shall be placed in the organizational structure so that he or she will have direct access to the appointing authority. Each department or agency shall prepare and update their Affirmative Action program in accordance with the criteria set forth by the State Department of Personnel.

ARTICLE III - STATE ACTION AND PUBLIC CONTRACTS

In performing their service to the public, departments, agencies and individual employees shall not discriminate on the basis of race, creed, color, sex, national origin, ancestry, age, or physical handicap; nor shall they authorize the use of state facilities in the furtherance of discriminatory practices, or by any group or organization which so discriminates in its membership or other policies. Similarly, no state contractor, subcontractor, labor union or employee representative with which the contractor has an agreement will discriminate unless such exclusion of one group is based on a bona fide occupational qualification. State agencies may withhold financial assistance on any public contract if the recipient is clearly in violation of the Maine Human Rights Act or the Civil Rights Act of 1964. State agencies shall refuse any order carrying a specification or limitation regarding race, creed, color, sex, marital status, national origin, ancestry, age or physical handicap unless related to a bona fide job requirement.

ARTICLE IV - STATE DEPARTMENT OF PERSONNEL

The State Department of Personnel shall take positive steps to insure that the entire examination and testing process, including the development of job specifications and employment qualifications are free from discrimination, either conscious or inadvertent. Furthermore, the Department of Personnel will have the initial responsibility of resolving conflicts and complaints, changing administrative procedures when necessary and providing assistance in the preparation and implementation of Affirmative Action Programs.

ARTICLE V -- MAINE HUMAN RIGHTS COMMISSION

All Affirmative Action plans, new, revised, or updated shall be subject to the review and comment of the Equal Employment Opportunity

Specialist of the State Department of Personnel and the Maine Human Rights Commission. All powers and duties granted to the Maine Human Rights Commission under Title 5 M.R.S.A., s 4551, et. seg., as amended, apply to this code.

ARTICLE VI -- POSTING OF THE EXECUTIVE ORDER

Copies of this Executive Order shall be distributed immediately to all state departments and agencies. All departments and agencies shall immediately display copies in prominent locations in their offices and facilities.

James B. Longley
Governor